
**MISSOURI DEPARTMENT OF CORRECTIONS
INSTITUTIONAL SERVICES
PROCEDURE MANUAL**

IS18-1.1 Required Activities

August 28, 2014

Effective Date:

Signature on File

Dave Dormire, Director
Division of Adult Institutions

Signature on File

Matt Sturm, Director
Division of Offender Rehabilitative Services

I. PURPOSE: This procedure provides guidelines for establishing full-time required activities for offenders in accordance with community expectations and standards.

A. **AUTHORITY:** Sections 217.125, 217.175, 217.245, 217.255, 217.320 RSMo, National Commission on Correctional Health Care Standards for Health Services in Prisons.

B. **APPLICABILITY:** Department staff members at any facility or institution under the jurisdiction of the division of adult institutions or the division of offender rehabilitative services. The chief administrative officer or designee of any facility housing offenders under the jurisdiction of the division of adult institutions or the division of offender rehabilitative services will develop standard operating procedures based on the guidelines established herein.

C. **SCOPE:** Nothing in this procedure is intended to give a protected liberty interest to any offender. This procedure is intended to guide staff member's actions.

II. DEFINITIONS:

A. **Adult Internal Risk Assessment:** An instrument utilized to assess offenders during intake screening and upon transfer to another facility for their risk of being sexually abused by other offenders or sexually abusive towards other offenders.

B. **Approved Absence (Lay-in):** An outcount, staff member appointment, disciplinary action, visit or other absence approved by the chief administrative officer or designee or through standard operating procedures.

C. **Chief Administrative Officer (CAO):** The highest ranking individual at the worksite and in accordance with the CAO reference document available in the department's computer system. Exception: Staff members at the worksite who do not report to the worksite CAO will be accountable to the deputy or assistant division directors or central office section heads who are in their chain of command.

D. **Full-Time:** Assignment to one or more job units totaling a minimum of 6 hours per day, 5 days per week, running Sunday through Saturday.

E. **General Population Offenders:** All offenders except those assigned to diagnostic processing, reception and orientation processing, disciplinary segregation, administrative segregation or protective custody, offenders with a mental health 5 initial classification analysis or reclassification analysis score, or any offender on a status that restricts them from general population privileges.

F. **Health Services Administrator (HSA):** A contracted professional who serves as the site medical health administrative authority responsible for the delivery of contract services at an assigned institution.

- G. **Institutional Chief of Mental Health Services (ICMHS):** A contracted mental health professional who serves as the site mental health authority responsible for the delivery of contract services at an assigned institution.
- H. **Internal Classification:** A system utilizing the adult internal risk assessment instrument to assess offenders for risks of sexual abuse and to determine appropriate housing, program and work assignments.
- I. **Part-Time:** For the purpose of this procedure, assignment to a job unit for 3 hours.
- J. **Protective Custody:** Assigned segregation of an offender for the safety of himself.
- K. **Required Activities:** Activities to which an offender is assigned and must attend. These activities include, but are not limited to:
 - 1. academic education,
 - 2. workforce readiness,
 - 3. work assignments,
 - 4. approved individual studies (correspondence course), and
 - 5. therapeutic programs:
 - a. Missouri sex offender program,
 - b. substance abuse program,
 - c. institutional treatment centers,
 - d. special needs unit,
 - e. special rehabilitation unit,
 - f. corrections treatment center (mental health unit),
 - g. community rehabilitation unit,
 - h. women's social rehabilitation unit, and
 - i. other programs specifically approved by the department director and which do not include programs organized by offenders.
- L. **Security Perimeter:** The outermost physical containment perimeter or boundary of a department facility or institution, wherein offenders dwell unrestrained and without special out-count, designed to securely incarcerate an offender within, for the prevention of their escape or access by persons not authorized to enter.
- M. **Staff Member:** Any person who is:
 - 1. employed by the department on a classified or unclassified basis (permanent, temporary, part-time, hourly, per diem) and are paid by the State of Missouri's payroll system;

2. contracted to perform services on a recurring basis within a department facility (i.e., medical services, mental health services, education services, vocational services, substance abuse services, etc.) pursuant to a contractual agreement and has been issued a permanent department identification card;
3. a volunteer in corrections;
4. a student intern;
5. issued a permanent department identification card or special access in accordance with the department procedure regarding staff member identification.

III. PROCEDURES:

A. GENERAL INFORMATION:

1. All general population offenders shall be assigned to required activities on a full-time basis except for those who have been temporarily released by an assigned staff member in accordance with standard operating procedures (SOP).
2. Offenders assigned to a protective custody unit will be afforded access to educational programs consistent with the institutional education section's ability to provide same.
 - a. Protective custody offenders may be assigned to work within their housing unit or other areas that do not compromise their safety or security.
3. Offenders assigned to health services unit areas may only perform janitorial services (except for specialized units such as enhanced care units and hospice). Duties shall NOT include:
 - a. removal of infectious medical waste,
 - b. performing direct patient care services,
 - c. scheduling health care appointments,
 - d. distributing or collecting health services requests,
 - e. determining access of other offenders to health care, and
 - f. handling or having access to:
 - (1) surgical instruments,
 - (2) syringes,
 - (3) needles,
 - (4) medications,
 - (5) medical records, and
 - (6) handling of biohazardous or infectious waste.
4. Offenders will be compensated for required activities in accordance with department procedures regarding offender wages and payroll.

B. ASSIGNMENT OF OFFENDERS TO REQUIRED ACTIVITIES:

1. An offender will be assigned to a required activity after he¹ has been examined and cleared by a health services staff member in accordance with institutional services procedures regarding institutional reception and orientation and offender food service workers.
2. In accordance with institution services procedures regarding functional units, prior to assigning an offender to a required activity and in accordance with department procedures regarding transition accountability plans, the applicable housing unit staff member will consult with the work supervisors, substance abuse counselor, education supervisor, vocational supervisor, health services administrator (HSA), or institutional chief of mental health services (ICMHS) in an effort to determine the most suitable required activity assignment.
3. Housing unit staff members will not assign offenders in a manner that can be used for any staff member's personal gain in accordance with institutional services procedures regarding fringe benefits.
4. Housing unit staff members will utilize the internal classification information to designate required activities assignments for the purpose of keeping separate and/or ensuring the appropriate monitoring of those offenders at high risk of being sexually victimized from those at high risk of being sexually abusive when working or attending programming together in accordance with institutional services procedures regarding offender internal classification.
 - a. Housing unit staff members will review internal classification information and forward it to the required activities' supervisor prior to the offender's start date at the required activity.
 - b. Internal classification information shall not be used by any staff member to preclude placement of an offender in a required activity.
5. Each offender placed in a job will be assigned to a work supervisor who will explain the required activity to the offender. Offenders assigned to health services areas should be directly supervised by the assigned custody staff member with assistance and input by health services staff members.
 - a. Each activity will have a written description outlining the general duties and will include safety warnings as appropriate. The HSA and ICMHS shall develop a job description and cleaning schedule for offender workers in the health services areas.
 - (1) The offender will sign a copy of the activity description that will be maintained by the work supervisor in accordance with department procedures regarding record retention.
 - (2) Prior to working in the health services area the offender will review and sign the job description and cleaning schedule.
 - b. If equipment is used, the offender shall be instructed in the correct usage, will review the offender safety rules-machine/equipment form and sign it.
 - (1) The form will be maintained by the work supervisor in accordance with department procedures regarding record retention.
 - c. All offenders assigned to clerk positions in accordance with department procedure regarding offender wages and payroll will be rotated a minimum of once yearly out of that position with the exception of law clerks.

¹ All references in this procedure to the male gender are used for convenience only and shall be construed to include both female and male genders.

- d. All offenders assigned to the health services area in a janitorial position should not be assigned there for more than 90 consecutive calendar days.
 - (1) Housing unit staff members should monitor assignments, and the HSA and ICMHS should advise housing unit staff members of the need for assignment changes.
 - (2) The HSA, ICMHS, or designee should contact their facility's CAO or designee for assignment of offender workers for the health services area.
 - (3) Offenders may not be present in the area while a clinic visit of another offender is occurring that might pose a patient confidentiality concern.
- e. Institutions may rotate other positions in accordance with SOP.
- 6. An offender must submit a completed assignment change form that has been signed by the present work supervisor and prospective work supervisor, to his housing unit staff member to request an assignment change.
- 7. If an offender is disruptive or creates a safety or security problem, the work supervisor will take appropriate action in accordance with established procedures.
 - a. Immediate notification will be made to the control center and housing unit staff members to maintain accountability of the offender.
 - b. The work supervisor will submit a written report and conduct violation in accordance with institutional services procedures regarding conduct violation reporting.
 - c. Housing unit staff members will take appropriate action regarding the offender's assignment.

C. OTHER ACTIVITIES:

- 1. Offenders may be excused from required activities for other approved activities. These activities shall be scheduled during non-work hours to the greatest extent possible
- 2. The offender appointment schedule form will be completed and sent to all relevant areas.
- 3. Approved absences from the required activities may be made by the supervisor, CAO or designee as determined necessary.
- 4. Case management staff members may release offenders from the assignments to work on legal actions if:
 - a. the offender presents evidence of a qualified legal claim in accordance with institutional services procedures regarding access to law library materials; or
 - b. law library facilities are only available during designated work hours.
- 5. Offenders who wish to participate in religious activities will be expected, when possible, to attend religious activities at times when they are not working and advise housing unit staff members of their religious requirement prior to being assigned to a required activity in accordance with institutional services procedures regarding religious or spiritual programming.
- 6. If the offender is absent from his required activity assignment without being excused, the required activities' supervisor or designee will make notifications as specified in institutional services procedures regarding offender counts and offender movement and control.

7. The section head of each area will be responsible for monitoring all lay-in activity and ensuring unusual occurrences are reported to the appropriate deputy warden.
8. Offenders may be placed on medical lay-ins in accordance with institutional services procedures regarding clinical health permits.

D. OUTSIDE CLEARANCE ASSIGNMENTS AND WORK RELEASE:

1. Assignments to outside clearance and work release will be made in accordance with institutional services procedures regarding offender work release programs.

IV. REFERENCES:

- A. 931-1294 Offender Safety Rules-Machine/Equipment (8-13)
- B. 931-3528 Assignment Change (8-13)
- C. 931-3550 Offender Appointment Schedule (7-12)
- D. D1-11.3 Record Retention
- E. D3-5.7 Offender Wages and Payroll
- F. D5-8.11 Mandatory Academic Education
- G. D5-10.1 Transition Accountability Plan
- H. IS1-1.2 Functional Units
- I. IS3-1.1 Fringe Benefits
- J. IS5-1.2 Institutional Reception and Orientation
- K. IS5-2.3 Offender Internal Classification
- L. IS8-1.4 Access to Law Library Materials
- M. IS10-1.3 Offender Food Service Workers
- N. IS11-08.1 Clinical Health Permits
- O. IS11-34.2 Periodic Health Assessment
- P. IS17-1.1 Religious/Spiritual Programming
- Q. IS19-1.2 Conduct Violation Reporting
- R. IS20-1.2 Offender Counts
- S. IS20-1.4 Offender Movement Control
- T. IS23-2.1 Offender Work Release Programs
- U. National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2014

- V. HISTORY IS11-22 MEDICAL UNIT OFFENDER WORKERS:** This procedure was originally addressed by IS11-25 Inmate Workers and IS11-25.1 Inmate Workers Procedure, located in the Missouri Department of Corrections Institutional Services Policy and Procedures Manual; Original Rule Effective: August 15, 1994. Original Effective Date: August 15, 1994. Revised Effective Dates: October 15, 1999, March 16, 2006

IS18-1.1 REQUIRED ACTIVITIES: Previously addressed by Division Rule 122.010 Offender Work Programs. Original Rule effective November 1, 1980. Original Effective Date: July 1, 1998. Revised Effective Dates: May 16, 2002, June 6, 2002, February 10, 2003, March 11, 2004, September 14, 2008

COMBINED HISTORY OF IS11-22 AND IS18-1.1:

- A. Original Effective Date: 08-28-14